

RFP Title: JUVENILE COURT STAKEHOLDERS TRAINING SERIES
RFP Number: RFP-CFCC-2022-43-DM

REQUEST FOR PROPOSALS

JUDICIAL COUNCIL OF CALIFORNIA

**REGARDING: JUVENILE COURT STAKEHOLDERS
TRAINING SERIES**

RFP NUMBER: RFP-CFCC-2022-43-DM

**PROPOSALS DUE: NOVEMBER 22, 2022, NO LATER THAN 1:00 P.M.
PACIFIC TIME**

1.0 BACKGROUND INFORMATION

- 1.1 Judicial Council of California. The Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The California Constitution directs the Judicial Council to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature. The Judicial Council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Judicial Council’s Court Operations and Services Division, Center for Families, Children & the Courts (“CFCC”) supports programs in court settings that improve practice and services for children, youth, parents, families and other court users.
- 1.2 Juvenile Court Stakeholder Trainings. The Judicial Council’s Center for Families, Children & the Courts is responsible for administering trainings to juvenile court stakeholders including judges, attorneys, Court Appointed Special Advocate (CASA) volunteers, social workers, probation officers and other juvenile court stakeholders. Judicial Council attorneys are often faculty for these trainings.

2.0 DESCRIPTION OF SERVICES AND DELIVERABLES

2.1 Introduction:

The Judicial Council seeks the services of a person or an entity, to develop and deliver a 12-part training series on juvenile law issues for juvenile court stakeholders.

The contractor will be expected to meet with Judicial Council staff regularly, allow Judicial Council staff to review and vet curriculum and faculty prior to scheduling the presentation.

The funding available for this project in **Year 1** is between **\$40,000.00** and **\$60,000.00, which includes all expenses.**

The Judicial Council intends to award one (1) Agreement with an initial term of **7 months** (Year 1) approximately from **December 12, 2022**, through **June 30, 2023**, with **two additional one-year option terms** to complete the training requirements for juvenile court stakeholders based on additional grant requirements in the next grant term, are contemplated from **July 1, 2023, to June 30, 2024 (Year 2)** and **July 2024 to June 30, 2025 (Year 3)**. Maximum funding if the option years are exercised is between **\$120,000 and \$180,000**. Funding is based on the [2019-2020 California Governor’s Office of Emergency Services Request of Application \(RFA\) Section E.4](#) (Page 68 of linked document)

published by this program funder, was used to establish the speaker rate. The RFA sets a maximum rate for speakers at \$650.00 per day.

2.1.1 General Scope of Services Requirements

2.1.1.1 Contractor will meet regularly with the Judicial Council and keep them updated on progress of the training series.

Contractor will plan, consult on, and create a training curriculum (“Curriculum”) for a 12-part training series on twelve distinct legal topics at the direction and instruction of Judicial Council. Each training must address a separate topic. Topics must include:

- 1) updated case law and statutory changes
- 2) trauma informed courts
- 3) reunification and re-entries
- 4) the Family First Prevention and Services Act –Part 1 and its effect on courts
- 5) effective communication strategies by the court and attorneys to ensure all youth understand their rights, specifically how to identify and communicate with developmentally delayed youth and communicate with commercially sexually exploited children
- 6) efforts to prevent removal that judges and attorneys need to consider prior to advocating or ordering a removal including: Adverse Childhood Experiences, trauma, the importance of keeping families intact and supported by community services, and
- 7) planning early transition to successful adulthood.

The remaining five topics will be identified when the Judicial Council and contractor meet to discuss the project. The Curriculum must also include learning objectives that describe what participants in the training will be able to accomplish upon completion of the training. Contractor may suggest other training topics based on Judicial Council’s training objectives or federal, state or continued legal education requirements. Training topics must be approved by the Judicial Council’s Project Manager prior to any research or work commencing.

2.1.1.2 The successful bidder will either be subject matter experts in the topic or able to secure subject matter experts in the areas listed above. Further, the successful bidder will have expertise in

providing educational programs to judges, attorneys and other juvenile court stakeholders.

- 2.1.1.3 Contractor will conduct legal research on the agreed upon topic, which includes but is not limited to applicable case law, statutes, California Rules of Court and any relevant legal history in California or other states involving the topic. Contractor will ensure content of the Curriculum will conform to State Bar of California (the “Bar”) requirements for continuing legal education credits.
- 2.1.1.4 Contractor may use its pre-existing proprietary or licensed third-party materials that were created independently of the resulting agreement (“Contractor IP”) as part of the Curriculum. Judicial Council may request modifications of Contractor IP (and if using licensed third-party materials, to the extent allowed by such license), which include but are not limited to updating case law. Judicial Council may also request Contractor to create new material based the legal research performed by Contractor.
- 2.1.1.5 The Curriculum will include the creation of: (i) Curriculum Outline; (ii) Legal Training Plan; (iii) Substantive Written Legal Material; and (iv) Interactive Presentation Material, which will be reviewed for content and accuracy by Judicial Council’s Project Manager.
- 2.1.1.6 Contractor will present 12 training sessions, which will be based on the Curriculum. Contractor personnel who will present a training webinar (“Presenter”) will be a subject matter expert, such Presenter to be agreed upon in advance by the parties. Presenter at a minimum should have knowledge of the chosen training topic and have experience conducting live training or webinars on a remote video conferencing platform such as Zoom for Government.
- 2.1.1.7 Training date and time may be changed by written agreement by both parties.
- 2.1.1.8 Each of the trainings will be at least **seventy-five (75) minutes** by Presenter over Zoom, which follows the final draft of the Legal Training Plan, and includes presentation of the final draft of the Interactive Training Materials and Substantive Written Legal Materials, which will be recorded by Presenter (“Video Recording”). Video Recording will be sent electronically to JBE Project Manager in a format supported by Druple within 20 days of each training.

2.1.1.9 Prior to each training, the contractor will develop Legal Training Plan, Substantive Written Legal Materials, and Interactive Training Materials for the training topic. Draft Legal Training Plan, Substantive Written Legal Materials, and Interactive Training Materials must be completed and submitted to JBE Project Manager for approval two (2) weeks prior to scheduled training event, and the final drafts must be completed and submitted to JBE Project Manager for approval two (2) days prior to scheduled training. The final draft of Substantive Written Legal Materials must be sent to the training participants the day before the training event.

2.1.1.9.1 Legal Training Plan: A written, detailed lesson plan on each chosen topic that includes the agenda of the training, objectives of the training, and the training activities such as the content of the Curriculum. All Legal Training Plans should include materials used for the training.

2.1.1.9.2 Substantive Written Legal Materials: One or more document(s) that will be distributed to training participants that include substantive legal materials, which include but are not limited to legal references such as text of statutes, case law opinions, and references to secondary sources.

2.1.1.9.3 Interactive Training Materials: PowerPoint or another interactive training aide will be used during the training, which will include relevant training curriculum content. Such materials may include materials from Legal Training Plan or Substantive Written Legal Materials or other relevant materials.

2.1.1.9.4 Video Recording: The audio-visual recording of the live training presentation of Presenter on the remote conferencing platform Zoom for Government, in a format supported by the Druple platform.

2.1.2 Tasks and Deliverables for Year 1

2.1.2.1 **Deliverable 1**: Meet with Judicial Council staff to choose the 12 training series topics and set expectations of Curriculum content and training, and to explain Service and Deliverable acceptance criteria to Contractor. At this meeting, the content of the 12 training topics will be discussed, and the first training topic will be confirmed. Contractor Project Manager and key personnel identified to develop Curriculum must attend the meeting. Contractor must be prepared to discuss mandatory topics for

California continuing legal education credits for attorneys.
Estimated Due Date: By December 15, 2022.

2.1.2.2 **Deliverable 2: Curriculum Outline:** Develop and complete Curriculum Outline for the 12-part training series with topic and learning objectives in conjunction with Judicial Council staff. A written outline including the 12 different topics in the training series shall include: high-level overview of the content of the chosen topic; list of proposed faculty and subject matter experts; learning objectives; mode, method and format of delivering training content; and proposed materials to use for the training.

Estimated Due Date: By December 31, 2022.

2.1.2.3 **Deliverable 3 – Topic 1 Training:** Development of curriculum and delivery of content. Development of curriculum will include the creation of: (i) Curriculum Outline; (ii) Legal Training Plan; (iii) Substantive Written Legal Material; and (iv) Interactive Presentation Material, which will be reviewed for content and accuracy by JBE’s Project Manager. Delivery of curriculum is providing the developed curriculum to a live audience through a virtual platform. **Estimated Due Date: By January 31, 2023.**

2.1.2.4 **Deliverable 4 – Topic 2 Training.** Development of curriculum and delivery of content. Development of curriculum will include the creation of: (i) Curriculum Outline; (ii) Legal Training Plan; (iii) Substantive Written Legal Material; and (iv) Interactive Presentation Material, which will be reviewed for content and accuracy by JBE’s Project Manager. Delivery of curriculum is providing the developed curriculum to a live audience through a virtual platform. **Estimated Due Date: By January 31, 2023.**

2.1.2.5 **Deliverable 5 – Topic 3 Training.** Development of curriculum and delivery of content. Development of curriculum will include the creation of: (i) Curriculum Outline; (ii) Legal Training Plan; (iii) Substantive Written Legal Material; and (iv) Interactive Presentation Material, which will be reviewed for content and accuracy by JBE’s Project Manager. Delivery of curriculum is providing the developed curriculum to a live audience through a virtual platform. **Estimated Due Date By February 28, 2023.**

2.1.2.6 **Deliverable 6 – Topic 4 Training.** Development of curriculum and delivery of content. Development of curriculum will include the creation of: (i) Curriculum Outline; (ii) Legal Training Plan; (iii) Substantive Written Legal Material; and (iv) Interactive Presentation Material, which will be reviewed for content and accuracy by JBE’s Project Manager. Delivery of curriculum is providing the developed curriculum to a live audience through a virtual platform. **Estimated Due Date: By February 28, 2023.**

2.1.2.7 **Deliverable 7 – Topic 5 Training.** Development of curriculum and delivery of content. Development of curriculum will include the creation of: (i) Curriculum Outline; (ii) Legal Training Plan; (iii) Substantive Written Legal Material; and (iv) Interactive Presentation Material, which will be reviewed for content and accuracy by JBE’s Project Manager. Delivery of curriculum is providing the developed curriculum to a live audience through a virtual platform. **Estimated Due Date: By March 31, 2023.**

2.1.2.8 **Deliverable 8 – Topic 6 Training.** Development of curriculum and delivery of content. Development of curriculum will include the creation of: (i) Curriculum Outline; (ii) Legal Training Plan; (iii) Substantive Written Legal Material; and (iv) Interactive Presentation Material, which will be reviewed for content and accuracy by JBE’s Project Manager. Delivery of curriculum is providing the developed curriculum to a live audience through a virtual platform. **Estimated Due Date: By March 31, 2023.**

2.1.2.9 **Deliverable 9 – Topic 7 Training.** Development of curriculum and delivery of content. Development of curriculum will include the creation of: (i) Curriculum Outline; (ii) Legal Training Plan; (iii) Substantive Written Legal Material; and (iv) Interactive Presentation Material, which will be reviewed for content and accuracy by JBE’s Project Manager. Delivery of curriculum is providing the developed curriculum to a live audience through a virtual platform. **Estimated Due Date: By April 28, 2023.**

2.1.2.10 **Deliverable 10 – Topic 8 Training.** Development of curriculum and delivery of content. Development of curriculum will include the creation of: (i) Curriculum Outline; (ii) Legal Training Plan; (iii) Substantive Written Legal Material; and (iv) Interactive Presentation Material, which will be reviewed for content and accuracy by JBE’s Project Manager. Delivery of curriculum is providing the developed curriculum to a live audience through a virtual platform. **Estimated Due Date: By April 28, 2023.**

2.1.2.11 **Deliverable 11 – Topic 9 Training.** Development of curriculum and delivery of content. Development of curriculum will include the creation of: (i) Curriculum Outline; (ii) Legal Training Plan; (iii) Substantive Written Legal Material; and (iv) Interactive Presentation Material, which will be reviewed for content and accuracy by JBE’s Project Manager. Delivery of curriculum is providing the developed curriculum to a live audience through a virtual platform. **Estimated Due Date: By May 31, 2023.**

2.1.2.12 **Deliverable 12 – Topic 10 Training.** Development of curriculum and delivery of content. Development of curriculum will include the creation of: (i) Curriculum Outline; (ii) Legal Training Plan; (iii) Substantive Written Legal Material; and (iv) Interactive Presentation Material, which will be reviewed for content and accuracy by JBE’s Project Manager. Delivery of curriculum is providing the developed curriculum to a live audience through a virtual platform. **Estimated Due Date: By May 31, 2023.**

2.1.2.13 **Deliverable 13 – Topic 11 Training.** Development of curriculum and delivery of content. Development of curriculum will include the creation of: (i) Curriculum Outline; (ii) Legal Training Plan; (iii) Substantive Written Legal Material; and (iv) Interactive Presentation Material, which will be reviewed for content and accuracy by JBE’s Project Manager. Delivery of curriculum is providing the developed curriculum to a live audience through a virtual platform. **Estimated Due Date: By June 30, 2023.**

2.1.2.14 **Deliverable 14 – Topic 12 Training.** Development of curriculum and delivery of content. Development of curriculum will include the creation of: (i) Curriculum Outline; (ii) Legal Training Plan; (iii) Substantive Written Legal Material; and (iv) Interactive Presentation Material, which will be reviewed for content and accuracy by JBE’s Project Manager. Delivery of curriculum is providing the developed curriculum to a live audience through a virtual platform. **Estimated Due Date: By June 30, 2023.**

2.1.3 Tasks and Deliverables for Year 2 and Year 3

- Contractor will provide no less than 6 regional or individual in person or virtual trainings on understanding the changing landscape of child welfare proceedings, including:
- understanding current data and the impact on attorney practice
- how to incorporate best practices into court proceedings
- the court perspective on case planning, placement, and reasonable efforts
- improving reunification and reducing re-entry, and
- training specifically on bias, ethics, and competence in juvenile proceedings to complete the training requirements for juvenile court stakeholders

3.0 TIMELINE FOR THIS RFP

The Judicial Council has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the Judicial Council.

EVENT	DATE
RFP issued:	November 4, 2022
Deadline for written questions to solicitations@jud.ca.gov	November 14, 2022 No later than 1:00 PM Pacific Time
Questions and answers posted (<i>estimate only</i>) www.courts.ca.gov/rfps.htm	November 16, 2022
Latest date and time proposal may be submitted solicitations@jud.ca.gov	November 22, 2022 No later than 1:00 PM Pacific Time
Evaluation of proposals (<i>estimate only</i>)	November 28-30, 2022
Notice of Intent to Award (<i>estimate only</i>) www.courts.ca.gov/rfps.htm	December 5, 2022
Negotiations and execution of contract (<i>estimate only</i>)	December 6 - December 9, 2022
Contract start date (<i>estimate only</i>)	December 12, 2022
Contract end date (<i>estimate only</i>)	June 30, 2023

4.0 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Administrative Rules Governing RFPs (Non-IT Services)	These rules govern this solicitation.
Attachment 2: Standard Terms and Conditions	If selected, the person or entity submitting a proposal (the “Proposer”) must sign this Judicial Council Standard Form agreement containing these terms and conditions (the “Terms and Conditions”).
Attachment 3: Proposer’s Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions or identify exceptions to the Terms and Conditions.
Attachment 4: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 5: Darfur Contracting Act Certification	The Proposer must complete the Darfur Contracting Act Certification and submit the completed certification with its proposal.
Attachment 6: Payee Data Record Form	This form contains information the JBE requires in order to process payments and must be submitted with the proposal.
Attachment 7: Payee Data Record Supplement (STD 205)	This form is optional. This form is used to provide remittance address information if different than the mailing address on the STD 204 – Payee Data Record. Use this form to provide additional remittance addresses and additional Authorized Representatives of the Payee not identified on the STD 204.
Attachment 8 Bidder Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 9 DVBE Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 10: Unruh and FEHA Certification	The Proposer must complete the Unruh Civil Rights Act and California Fair Employment and Housing Act Certification,

5.0 PAYMENT INFORMATION

- The selected provider will be paid on a **firm-fixed price per Deliverable basis**.
- The resulting contract will be comprised of firm fixed pricing for satisfactory completion of each deliverable. The actual completion dates and firm fixed amounts will be based on the awarded proposal.
 - Contractor shall submit invoices upon satisfactory completion of services.
 - No other expenses including travel expenses will be reimbursed by the Judicial Council.
 - Payment will be made after completion and acceptance of deliverables.
 - The payment term is Net 60 from date of acceptance of services.

6.0 SUBMISSIONS OF PROPOSALS

- 6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.
- 6.2 The Proposer must submit its proposal in two parts, the technical proposal and the cost proposal.
 - a. The Proposer must submit **an electronic copy** of the technical proposal. The proposal must be signed by an authorized representative of the Proposer. The technical proposal must be submitted via email to Solicitations@jud.ca.gov. The Proposer must write the RFP title and number in the subject line of the email.
 - b. The Proposer must submit an electronic copy of the Cost Proposal. The proposal must be signed by an authorized representative of the Proposer. The Cost Proposal can be submitted in the same email to solicitations@jud.ca.gov as the Technical Proposal, but should be a **separate attachment** marked “COST PROPOSAL,” from the technical proposal. The Proposer must write the RFP title and number in the subject line of the email.
- 6.3 Proposals must be delivered by the date and time listed on the coversheet of this RFP. For the purposes of this RFP, proposals shall be transmitted only by email.
- 6.4 Late proposals will not be accepted.
- 6.5 The Judicial Council reserves the right to reject any and all proposals, in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation, or contract and in no way is the Judicial Council or the State of California responsible for the cost of preparing the proposal. Submitted proposals may be retained for official files and may become a public record.

7.0 PROPOSAL CONTENTS

- 7.1 Technical Proposal. The following information must be included in the technical proposal. A proposal lacking any of the following information may be deemed non-responsive.
 - a. A cover letter containing proposer’s name, address, telephone and fax numbers, and federal tax identification number. Note that if the Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.

- b. Name, title, address, telephone number, and email address of the individual who will act as the Proposer's designated representative for purposes of this RFP.
- c. Describe the organization of the key staff (including the dedicated program manager) that would service the contract. Provide a listing of the staff, including name, title, and length of service within the organization along with a resume for each staff member. Other staff should be identified by name and title; additional qualifications and experience on similar projects may be included.
- d. A resume must be provided for each individual proposed for this Agreement. An acceptable resume shall include the person's education, any applicable credentials and/or certifications, current work history and a summary of experience and knowledge to support the qualifications of key personnel outlined in Section **2.1.1.2** as well as the individual's ability and experience in conducting the proposed activities. Sufficient detail must be included in each resume to allow the JCC to verify the experience cited. A separate section covering the Proposer's background, Principal Officers, and Staff Qualifications and Experience.
- e. A minimum of two (2) clients may be contacted for whom the Proposer has conducted similar services. References are to include names, addresses, telephone numbers and the email address of a contact person. The JCC staff may contact referenced clients to verify the information provided. A reference must be external to a Respondent's organization and corporate structure.
- f. Provide Work Plan based on description of Tasks and Deliverables as defined in Section 2.1.2. and the proposed method to complete the work.
 - i. Project plan that outlines the proposed approach, using the general deadlines specified within this RFP:
 - ii. Sample outline of curriculum development
 - iii. Sample learning objectives
 - iv. Sample evaluations, including any continuing education credits that will be given
 - v. Sample timeline for curriculum development, including any interactive and adult learning principles that will be used.
- g. Acceptance of the Terms and Conditions.
 - i. On **Attachment 3**, the Proposer must check the appropriate box and sign the form. If the Proposer marks the second box, it **MUST** provide the required additional materials as noted below. An "exception" includes any addition, deletion, or other modification.
 - ii. If exceptions are identified, the Proposer must also submit (i) a red-lined version of the Terms and Conditions that implements all proposed

changes, and (ii) a written explanation or rationale for each exception and/or proposed change.

Note: A material exception, as determined by the Judicial Council in its absolute and sole discretion, to any of the terms and conditions (in Attachment 2) may render a proposal non-responsive.

- h. Certifications, Attachments, and other requirements.
 - i. The Proposer must complete the General Certifications Form (**Attachment 4**) and submit the completed form with its proposal.
 - ii. The Proposer must complete the Darfur Contracting Act Certification (**Attachment 5**) and submit the completed certification with its proposal.
 - iii. The Proposer must complete the Payee Data Record Form (Attachment 6) and submit the completed copy with its proposal.
 - iv. The Proposer must complete the Unruh and FEHA Certification (**Attachment 10**) and submit the completed certification with its proposal.
 - v. If Contractor is a California corporation, limited liability company (“LLC”), limited partnership (“LP”), or limited liability partnership (“LLP”), proof that Contractor is in good standing in California. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor conducts or will conduct (if awarded the contract) intrastate business in California, proof that Contractor is qualified to do business and in good standing in California. **The Contractor shall provide a copy of their Certificate of Status with the Secretary of State of California.** The Judicial Council may verify by checking with California's Office of the Secretary of State. If Contractor is a foreign corporation, LLC, LP, or LLP, and Contractor does not (and will not if awarded the contract) conduct intrastate business in California, **proof that Contractor is in good standing in its home jurisdiction.**
 - vi. Copies of the Proposer’s (and any subcontractors’) current business licenses, professional certifications, or other credentials.

7.2 Cost Proposal

The following information must be included in the cost proposal:

- i. Proposer to provide a detailed line-item budget for each deliverable(s) described in Section 2.1.2 and the total costs for the entire project for **year 1** should be within the range of **\$40,000 to \$60,000.**

Deliverable(s) Description	Estimated Completion Date	Proposed Firm Fixed Amount
First Deliverable: Meet with Judicial Council staff about the project.	December 15, 2022	
Second Deliverable: Design and develop the Curriculum Outline	December 31, 2022	
Third Deliverable: Develop and Deliver Training on Topic 1	January 31, 2023	
Fourth Deliverable: Develop and Deliver Training on Topic 2	January 31, 2023	
Fifth Deliverable: Develop and Deliver Training on Topic 3	February 28 2023	
Sixth Deliverable: Develop and Deliver Training on Topic 4	February 28, 2023	
Seventh Deliverable: Develop and Deliver Training on Topic 5	March 31, 2023	
Eighth Deliverable: Develop and Deliver Training on Topic 6	March 31, 2023	
Ninth Deliverable: Develop and Deliver Training on Topic 7	April 28, 2023	
Tenth Deliverable: Develop and Deliver Training on Topic 8	April 28, 2023	
Eleventh Deliverable: Develop and Deliver Training on Topic 9	May 31, 2023	
Twelfth Deliverable: Develop and Deliver Training on Topic 10	May 31, 2023	
Thirteenth Deliverable: Develop and Deliver Training on Topic 11	June 30, 2023	
Fourteenth Deliverable: Develop and Deliver Training on Topic 12	June 30, 2023	

- ii. Proposer to provide a detailed line-item budget for each of the 6 regional trainings described in Section 2.1.3 and the total costs for the entire project for the two one-year option terms should be within the range of **\$120,000 to \$180,000**.

NOTE: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business Professions Code.

8.0 OFFER PERIOD

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this period, the JCC reserves the right to negotiate extensions to this period.

9.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The JCC will evaluate the proposals on a 100-point scale using the criteria set forth in the table below. Award, if made, will be to the highest-scored proposal.

If a contract will be awarded, the JCC will post an intent to award notice at solicitations@jud.ca.gov.

CRITERION	MAXIMUM NUMBER OF POINTS
Quality of work plan submitted	17
Experience on similar assignments	30
Cost	30
Qualifications of staff to be assigned to project based on resumes submitted including experience, background, expertise and credentials if any	10
Acceptance of the Terms and Conditions	5
Ability to meet timing requirements to complete the project	5
(“DVBE”) Incentive Disabled Veterans Business Enterprise incentive is available to qualified proposers. (Section 12.0)	3

10.0 INTERVIEWS

The JCC may conduct interviews with Proposers to clarify aspects set forth in their proposals. The interviews will be conducted by phone. If there's a need to clarify any portion of the Proposers proposal, the JCC will notify Proposer regarding interview arrangements.

11.0 CONFIDENTIAL OR PROPRIETARY INFORMATION

PROPOSALS ARE SUBJECT TO DISCLOSURE TO THIRD PARTIES AND

MEMBERS OF THE PUBLIC PURSUANT TO APPLICABLE LAWS, INCLUDING PUBLIC DISCLOSURE PURSUANT TO RULE 10.500 OF THE CALIFORNIA RULES OF COURT. Except as required by law, the JBE will not disclose (i) social security numbers, or (ii) balance sheets or income statements submitted by a Proposer that is not a publicly-traded corporation. All other information in proposals may be disclosed in response to applicable public records requests, or as otherwise required by law. Such disclosure may be made regardless of whether the proposal (or portions thereof) is marked “confidential,” “proprietary,” “copyright ©,” or otherwise, and regardless of any statement in the proposal (a) purporting to limit the JBE’s right to disclose information in the proposal, or (b) requiring the JBE to inform or obtain the consent of the Proposer prior to the disclosure of the proposal (or portions thereof). Any proposal that is password protected, or contains portions that are password protected, may be rejected. Submission of any proposal pursuant to this RFP constitutes acknowledgment and consent by the Proposer to the potential public disclosure of its proposal content, as set forth in this Section 11. **Proposers are accordingly cautioned not to include confidential, proprietary, or privileged information in proposals.**

12.0 DISABLED VETERAN BUSINESS ENTERPRISE INCENTIVE

Qualification for the DVBE incentive is not mandatory. Failure to qualify for the DVBE incentive will not render a proposal non-responsive.

Eligibility for and application of the DVBE incentive is governed by the JBE’s DVBE Rules and Procedures. Proposer will receive a DVBE incentive if, in the JBE’s sole determination, Proposer has met all applicable requirements. If Proposer receives the DVBE incentive, a number of points will be added to the score assigned to Proposer’s proposal. The number of points that will be added is specified in Section 9.0 above.

To receive the DVBE incentive, at least 3% of the contract goods and/or services must be provided by a DVBE performing a commercially useful function. Or, for solicitations of non-IT goods and IT goods and services, Proposer may have an approved Business Utilization Plan (“BUP”) on file with the California Department of General Services (“DGS”).

If Proposer wishes to seek the DVBE incentive:

1. Proposer must complete and submit with its proposal the Bidder Declaration (**Attachment 8**). Proposer must submit with the Bidder Declaration all materials required in the Bidder Declaration.
2. Proposer must submit with its proposal a DVBE Declaration (**Attachment 9**) completed and signed by each DVBE that will provide goods and/or services in connection with the contract. If Proposer is itself a DVBE, it must complete and sign the DVBE Declaration. If Proposer will use DVBE subcontractors, each DVBE subcontractor must complete and sign a DVBE Declaration. **NOTE:** The DVBE Declaration is not required if

Proposer will qualify for the DVBE incentive using a BUP on file with DGS.

Failure to complete and submit these forms as required will result in Proposer not receiving the DVBE incentive. In addition, the JBE may request additional written clarifying information. Failure to provide this information as requested will result in Proposer not receiving the DVBE incentive.

If this solicitation is for IT goods and services, the application of the DVBE incentive may be affected by application of the small business preference. For additional information, see the JBE's Small Business Preference Procedures for the Procurement of Information Technology Goods and Services.

If Proposer receives the DVBE incentive: (i) Proposer will be required to complete a post-contract DVBE certification if DVBE subcontractors are used; (ii) Proposer must use any DVBE subcontractor(s) identified in its proposal unless the JBE approves in writing the substitution of another DVBE; and (iii) failure to meet the DVBE commitment set forth in its proposal will constitute a breach of contract.

If using DVBE subcontractors, the Proposer must complete and return to the JBE a copy of the post-contract certification form (<https://www.courts.ca.gov/documents/JBCM-Post-Contract-Certification-Form.docx>), promptly upon completion of the awarded contract, and by no later than the date of submission of Proposer's final invoice to the JBE. If the Proposer fails to do so, the JBE will withhold \$10,000 from the final payment, or withhold the full payment if it is less than \$10,000, until the Proposer submits a complete and accurate post-contract certification form.

When a Proposer fails to comply with the post-contract certification requirement in this section and a payment withhold is applied to a contract, the JBE shall allow the Proposer to cure the deficiency after written notice. Notwithstanding the foregoing or any other law, if after at least 15 calendar days, but no more than 30 calendar days, from the date of the written notice the Proposer refuses to comply with the certification requirements, the JBE shall permanently deduct \$10,000 from the final payment, or the full payment if less than \$10,000.

FRAUDULENT MISREPRETATION IN CONNECTION WITH THE DVBE INCENTIVE IS A MISDEMEANOR AND IS PUNISHABLE BY IMPRISONMENT OR FINE, AND VIOLATORS ARE LIABLE FOR CIVIL PENALTIES. SEE MVC 999.9.

13.0 PROTESTS

Any protests will be handled in accordance with Chapter 7 of the Judicial Branch Contracting Manual (see www.courts.ca.gov/documents/jbcl-manual.pdf). Failure of a Proposer to comply with the protest procedures set forth in that chapter will render a protest inadequate and non-responsive, and will result in rejection of the protest. The

RFP Title: JUVENILE COURT STAKEHOLDERS TRAINING SERIES
RFP Number: RFP-CFCC-2022-43-DM

deadline for the Judicial Council to receive a solicitation specifications protest is the proposal due date. Protests must be sent to:

Judicial Council of California
Branch Accounting and Procurement
ATTN: Protest Hearing Officer, RFP-CFCC-2022-43-DM
455 Golden Gate Avenue, 6th Floor
San Francisco, CA 94103

(Indicate Solicitation Number and Name of Your Firm on lower left corner of envelope.)